



# Superintendent Standard Operating Procedures

## **FRONTIER Mission**

To Build Exceptional Experiences  
For Every Client.

## **FRONTIER Core Values**

Teamwork  
Accountability  
Dedication  
Passion  
Integrity  
Communication  
Endless Improvement

## INTRODUCTION

Team,

We are pleased to announce the publication of the FRONTIER Building Standard Operation Procedures (SOP) for Superintendents. The information contained within the SOP came from you and your best practices in the field that have been proven to be "tried and true." This document was developed to aid you in your role and it includes a set of written instructions that document both routine and repetitive activity followed by actual Superintendents in the field. This effort represents a complete review of your best practices to ensure they are fully compliant, consistent and reliable.

The development and use of SOPs are an integral part of a successful quality system as it provides individuals with the information to perform a job properly, and facilitates consistency in the quality and integrity of a product or end-result. The term "SOP" may not always be appropriate and terms such as protocols, instructions, worksheets, and operating procedure may also be used, and for the document "SOP" will be used.

The SOP has been designed and formatted into a user and search friendly document. You can access a copy of the SOP in Paychex Flex via the self service employee portal under the "My Documents" tab.

FRONTIER Building Standard Operation Procedures (SOP) for Superintendents explains in detail both technical and fundamental elements, and serves as a reference guide for you, in your employment with FRONTIER Building. You are required to familiarize yourself with the policies and procedures contained in this document.

We trust you will find the SOP to be a valuable resource of information. If you have questions about the SOP, ask your department head or supervisor. If you need further clarification, please contact Human Resources.

Sincerely,

FRONTIER Building

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## **JOB DESCRIPTION**

### **General Responsibilities**

1. Consistently keeps trailer clean, organized, and locked when offices are not occupied / power off.
2. Effectively coordinates onsite functions (scheduling, engineering, material control, and purchasing), thus eliminating late delivery of materials or workmen as a result of poor coordination.
3. Demonstrates proficiency in assisting the project manager in developing schedules, by providing feedback for activities, durations and schedule logic, through analysis of working documents, standards, etc.
4. Promptly provides technical assistance to staff and subcontractors through use of high levels of personal experience and knowledge to reduce down time, delays due to other team member inexperience, etc. (interpretation of drawings, construction methods, equipment, etc.).
5. Responsibly implements efficient use of Frontier Building and/or the subcontractor's time, materials, equipment, and contractual performance, reducing or eliminating wasted productivity and effective equipment rental use when applicable.
6. Positively influences subordinates through training and mentoring to achieve optimal performance, including daily to bi-weekly site walkthroughs with Project Engineers, Project Manager and other team members to expand team member's professional development.
7. Consistently supervises the project to ensure it is constructed in accordance with design requirements, thus preventing the need for re-work costs and large volume of failed inspections, in turn meeting budget requirements, meeting schedule requirements, all in a clean and safe manner to the highest quality standards.
8. Proactively assists in resolving construction problems (lack of productivity, conflicts, omissions, work interfaces, etc.) through alternative resolution strategies to best reduce time / financial impact to company.
9. Willingly performs additional assignments and makes personal sacrifices as required to ensure Project success (timeliness, quality, etc.).
10. Works positively with client representatives, subcontractors, and adjacent property owners/projects, eliminating the potential for negative feedback from these entities and resulting in positive written reviews whenever possible.

### **Project Schedule**

1. Accurately forecasts work, and enforces the timely execution of work and adjusts accordingly to stay on track or ahead of schedule.
2. Strategically arranges or re-arranges project schedule, when deemed effective, to establish understanding of highest priorities and milestone goals, to ultimately maximize productivity and conduct work in open areas, that can be worked on without sacrificing quality from "Out of Sequence" work.
3. Effectively coordinates with subcontractors on delivery and procurement of critical materials, etc. to ensure timeliness, accessibility, eliminating late material arrival or improper delivery methods, as a result of lack of and/or poor communication.
4. Provides weekly update information for schedule update and prepares look ahead schedule for Project Manager and subcontractors in a timely manner and at a minimum for Project Owner & Subcontractor Meetings.

5. Proficiently generates RFIs, and maintains a clear and updated understanding of the RFI log, submittals, and potential impacts to schedule and consistently communicates potential effects of these issues to project team members for implementation of proactive corrective measures.

#### **Cost & Risk Management**

1. Efficiently implements creative measure for margin improvements.
2. Effectively plans purchases to maximize best procurement practices by eliminating high levels of credit card purchases through Home Improvement Stores, repeated "emergency" Material Request Forms submissions with less than 24 hour turn-around requests. (Verify history from MRF Lead Time Report)
3. Consistently and timely furnishes review and approval all subcontractor scopes of work during Buy-out process, conducting in less than 1-3 working days for individual review.
4. Demonstrates consistent and effective knowledge of invoice review software; timely reviewing and approving invoices through invoice management software, at a minimum twice weekly; including input on any change requests, etc. (as required).
5. Overviews and tracks change orders, subcontractor payments and changes, if any.

#### **Safety, Housekeeping, and Quality Control**

1. Consistently maintains a safe, clean, organized, and secure work site while exhibiting a positive attitude toward safety; demonstrated through consistent safety inspection reports, free from consistently repeating issues throughout the life of the project.
2. (For self-perform projects) - Creates a complete estimate for work activity, establish and/or confirms the projected timeline, and is responsible for maintaining projected budget.
3. Accurately reviews and assists in shop drawing review for compliance with the contract documents and approved submittals, and assures that delivered and installed components are in accordance with approved submittals.
4. Assure accurate layout along with required testing and inspections logs.
5. Actively maintains Equipment Inventory List and efficiently uses equipment; promptly returns upon completion of the task.
6. Consistently and effectively manages all inspection related oversights, including requests for inspections, oversight that all inspection logs are in order, assurance that all required inspections are conducted; demonstrated by eliminating the potential for failed inspections or failure to request an inspection, assuring compliance in all respects.
7. Monitors compliance with Safety Program and Safety Manager. Identifies and issues safety violations and ensures corrective measures are implemented, including timely responding to any/all safety violation reports with written corrective actions notices within 48 hours of issuance.
8. Consistently maintains all correct OSHA posters, other required postings, MSDS (Material Safety Data Sheets) files, and manages toolbox safety meetings.
9. Coordinates with QA/QC and Pre-Task Plans in order to instill checklists and guidelines required to optimize quality and minimize rework. Responsible for Quality Control in every aspect of the project and solicits expert or peer opinions when required.

### **Corporate Involvement**

1. Maintain respectful relationship with owners and their representatives/inspectors doing everything possible to provide customer service that exceeds their expectations.
2. Team builder: able to effectively manage people so that bickering, gossip, and complaining is kept to a minimum; open to all members of the project to share their concerns; seen as a fair leader without favorites, and successful at inspiring his team to build excellence.
3. Ability to performs peer and subordinate performance evaluations, providing fair and frank evaluation of individuals performance using constructive positive evaluation and constructive criticism in order to provide recommendations for individual's professional improvement.  
(Review of prior year's developmental Goals, Goals to individually set for upcoming year)
4. Participates regularly in continuing education, personal training, and professional improvement to continually improve to continue growth with Frontier Building.

### **Skills/Knowledge**

- Safety conscious.
- Read and understand drawings, specifications, and schedules.
- Understanding all levels of construction - different trades, best quality level.

### **Qualifications and Experience**

- Advanced understanding of construction scheduling, cost control.
- Ability to control, and supervise large group's essential.
- Four (4) year College degree preferred.
- Supervises and manages one project at a time.

## **PROCORE REQUIREMENTS**

### **Training**

- Procore offers training for every role. Supers are required to take the "Superintendent" training found in the link below.
- <https://learn.procore.com/series/procore-certification>
- Upon completion, a certificate will be issued and the certificate needs to be sent to Human Resources.

### **Daily Requirements**

#### **1. ProCore Daily Log**

- A daily log entry is required every day, whether work is completed or not. The log should be detailed with every company on site, their work hours, their work completed, their inspections, all deliveries, all pickups, and all visitors that came to the site, including inspectors, that day.
- Under the daily logs, under observed weather conditions, there is a box that allows you to select "Delay". If there is a weather delay, this box needs to be checked as well as fill out the information on the type of delay and a photo of the weather delay.

#### **2. ProCore Pictures**

- A minimum of 10 photos are required every day, regardless of work completed.
- Once the building is underway, 10 photos are required for the building and 10 photos are required for the site, every day.
- Photos should capture work completed for that day, which means photos are to be taken at the end of the day.
- Photos are to be clear, high quality, and of relevant work completed that day.
- Review your photos PRIOR to uploading to ProCore.
- Photos are expected to be "transparent" and shall capture work completed, as well as, work damaged, done incorrectly, or deficient.

#### **3. ProCore Observations**

- During the day, if you see anything that needs to be corrected, an n observation needs to be created with as much detail as possible, including a photo of the observation. Once complete, the observation notification is sent to the subcontractor being notified of the observation.

#### **4. ProCore Incident Reporting**

- Any time anything out of the ordinary happens, an incident task shall be completed in ProCore under the Incident tab. This includes accidents, subcontractors damaging work, deficient work, etc.

#### **5. ProCore Meetings Tab**

- All weekly and safety meetings held on the site need to be logged in Procore under the meetings tab.



#### **6. ProCore Inspections Tab**

- This tab is there for INTERNAL use only and there are checklists available for many tasks in a project, including:
  - a) Pre-slab Pour Checklists
  - b) Wall Rough Checklists
  - c) Roofing checklists
  - d) Etc.

#### **7. ProCore Change Events Tab**

- This tab is for the super to use to log any potential costs that will be sent to the client. This can be a result from a client site visit requesting and additional outlet, additional plants, etc. Log these extra requests here so there is a record for items that need to be charged to the client.

## SETTING UP THE PROJECT

### **1) Stand & Deliver**

- Prior to the start of the project, the Project Manager and the Superintendent are required to hold a "Stand & Deliver" meeting with the FRONTIER team. This task is to gain an understanding of the project, the scope of work and the expectations for the project.

### **2) Pre-Construction Photos**

- Prior to the start day, before any subcontractor or equipment is mobilized to the site, photos of all surrounding property and utilities shall be taken and uploaded to Procore. These photos need to be placed in a new folder, titled "Pre-Construction".

### **3) Job Site Requirements**

- FRONTIER Sign
  - a) Ground-Up Projects require a freestanding, ground mounted sign.
  - b) Tenant Fit Outs Require a window mounted sign.
  - c) Signs needs to be installed with the first week of the project and photos of the installed sign need to be uploaded to Procore.
- Job Trailer
  - a) The job trailer placement shall be thought out and placed in a location that will be near a power source and in a location where it will be out of the way of construction observations.
- Portable Toilet
  - a) The toilet shall be placed at a location close to the entrance of the site where it can be serviced easily without the servicing company having to drive through the site.
- Permit Board
  - a) If required, some jurisdictions require a permit board. If this is the case, the board needs to be constructed with a covering to protect the documents underneath it.
- Dumpster
  - a) Dumpster shall be placed in a location close to the entrance of the site so the servicing company can easily service.
- Countdown Board
  - a) Countdown board shall be placed inside the jobsite and shall track milestones.

### **4) Job Trailer Setup**

- Plan Table
- Work Table
- OSHA posters
- Permits
- First Aid Location
- Fire Extinguisher
- Schedules
- Job Site Rules Sign
- Computer/Printer
- Monitor, with HDMI cable (Option)

## **MANAGING THE PROJECT**

### **1) Kickoff Meetings**

- Within the 1<sup>st</sup> week of the project, the superintendent shall hold a "kickoff meeting" with all trades on site to discuss the expectation. This includes:
  - a) Work hours
  - b) Work days
  - c) Master Schedule
  - d) Jobsite Safety Requirements (Hard Hats, Safety Boots, Protective Gear, MSDS Sheets)
  - e) Communication Protocol
  - f) Jobsite Cleanliness
  - g) Material Deliveries
  - h) City Inspection/Closeout Requirements

### **2) Daily Requirements**

- Procore
- Managing/Observing Safety Matters
- Managing/Coordinating Subcontractor Work
- Managing/Coordinating Inspections (City and 3<sup>rd</sup> Party)
- Managing/Coordinating Deliveries
- Keeping the Jobsite Clean and Organized

### **3) 3<sup>rd</sup> Party Inspection Requirements**

- See exhibit

### **4) Weekly Meetings**

- MANDATORY
- Attendance and notes need to be uploaded to Procore and sent to all subcontractors, within 24 hours, of the weekly meeting.
- Topics to be Discussed
  - a) Safety Policies
  - b) Work in Progress
  - c) 3 Week Look Ahead
  - d) Issues/Observations

### **5) ProCore Requirements**

- See Prior Sections

### **6) Photo Requirements**

- See Prior Section

### **7) General Conditions**

- Superintendent will be informed of the items in the budget that they have control of, including, trailers, dumpsters, equipment rentals, etc. The superintendent is required to track these costs to ensure they are being fiscally managed.

### **8) Site Cleanliness**

- Every subcontractor is required to clean up after themselves DAILY. In the event of a subcontractor failing to cleanup, the super is required to send a photo of the trash, in an email, to the subcontractor giving them 24 hours to remove their trash or there will be back charges issued.
- Super is required to maintain all aspects of the projects in a neat and organized manner at all times. This includes work areas, staging areas, etc.

- These requirements ARE NOT the responsibility of the super to perform, however, they ARE the responsibility of the super to enforce.

## **SCHEDULING THE PROJECT**

### **1) Master Schedules**

- The master schedule is created by the Project Manager, and posted on all jobsites. The master schedule milestones are to be managed and tracked weekly by the super.

### **2) Look Ahead Schedules**

- These schedules are a result of the weekly meetings being held on site.
- These schedules are to be sent weekly to all subcontractors.

### **3) Deliveries**

- The site superintendent is to coordinate all deliveries with the responsible subcontractor that is to unload the materials.
- The unloading subcontractor shall be instructed on how to document damaged materials and perform counts on what is arriving.

### **4) Holding Contractors Accountable to Work Times**

- Subcontractors, contractually, are required to work Monday through Saturday, 7AM to 5PM, at a MINIMUM. These times are subject to change if the subcontractor is behind schedule.
- In the event a subcontractor is working the required hours, and email is to be sent to that subcontractor notifying them of their failure. The PM and the APM is to be copied on these correspondences at all times.

## **QUALITY CONROL**

### **1) Understanding the Work**

- The superintendent is to have a complete understanding of the project and all scopes of work of the project. This includes plans, specifications, submittals, RFI's, subcontractor scopes or work, purchase order scopes of work and all supplemental documentation.

### **2) Holding Contractors/Suppliers Accountable to the Plans/Specs**

- The superintendent is required to check all subcontractor work, daily, to verify conformance with drawings and specifications.
- The superintendent is required to check all materials arriving on the project site for conformance with the drawings and specifications.

## CLOSING THE PROJECT

### **1) 30 Day Pre-Turnover Meeting**

- 30 Days prior to turnover, the superintendent is required to personally go to the City/County to verify all requirements needed to obtain the Certificate of Occupancy and Health Inspections. These requirements are to be placed on Procore under the "Meetings" tab.
- 30 Days prior to turnover, the superintendent must have a plan to remove all temporary facilities and equipment from the site.
- 30 Days prior to turnover, the superintendent should have a copy of the clients punch list. This list is to be distributed to all subcontractors on the project and is to be checked weekly.
- When possible, use the Procore Punchlists Tab to track the punch list completion.

### **2) Turnover Day**

- At turnover day, the jobsite is to be DONE. The project is to look like a brand new car and ready for the owner to take possession.
- Final cleaning and pressure washing is required to be completed.
- There should be no equipment on site.
- There should be no trash on site.
- There should be no temporary signage on site.
- There should be no subcontractors working on site as work is supposed to be done.
- All permits are to be closed out.
- Final photos are to be taken the day prior to turnover and uploaded to Procore.
- Use one table inside the store to use as a "Turnover Table" to layout Certificate of Occupancy, Health Dept. approvals, all keys, all serial number checklists, all equipment manuals, television remotes, subcontractor list, and a copy of the punch list that the site superintendent has already reviewed and confirmed completed.

## **PROJECT EXPENSES & TIMESHEETS**

### **Project Expenses**

1. All project expenses should run through the PM's, as they are the financial managers of the project. This will help capture appropriate back charges or unnecessary purchases
2. Getting PM approval will help reduce the amount of reimbursable to Supers and not make them feel we are relying on them come out of their pocket
  - a. They should reach out to PM for day of purchases, so PM can circulate through the office with their APM/Accounting or purchase with PM credit if it is an emergency

### **Coding of Time & Per Diems**

1. Superintendents are 100% Job Cost when actively working on a project.
2. Timesheets are to be filled out once every 2 weeks through the payroll platform, so job cost is accurately reflected
3. Per Diem's are only to be paid when a Superintendent is more than 50 miles away from their home, per IRS standards
  - a. Per Diems are paid and processed through payroll
  - b. Per Diems are entered through the Supers timesheet on the payroll platform
  - c. A per diem should be entered for each day the Super qualifies per the above IRS standard

## EXHIBITS

1. Pre-Construction Photo Template
2. Kickoff Meeting Template
3. Job Trailer Layout/Photos
4. Testing Requirements
5. Milestone Checklists
6. Utility Checklists
7. Inspection Checklist
8. Properly Installed Sign
9. Red Board
10. Daily Picture Key
11. Look Ahead Schedule
12. Weekly Meeting Template
13. Weekly Safety Checklist Template
14. Subcontractor Notification of Delay/Cleanup
15. Floor Protection
16. Picture of Turnover Table
17. Observation Example
18. Incident Example
19. Final Photo Examples



EXHIBIT 1

Pre-Construction Photo Examples



\*\*This exhibit is only an example of the photos to be taken. Photos should show all existing conditions, so the actual photo count should be 100+ photos.

EXHIBIT 2

Kick Off Meeting Example



1801 SW 3<sup>rd</sup> Ave, Suite 500  
Miami, Florida 33180  
Office Telephone: 305.692.9992  
Office Fax: 305.692.3032

Chipotle 1701 Davie Tower Shops - Frontier Project Kick-off Meeting

THIS MEMORANDUM PROVIDES IMPORTANT GUIDANCE FOR SUBCONTRACTORS

TO THE EXTENT THAT ANY TERMS OF THIS MEMORANDUM ARE INCONSISTENT WITH THE  
TERMS OF THE SUBCONTRACT BETWEEN THE PARTIES, THE TERMS OF THE SUBCONTRACT  
WILL CONTROL

Date / Time: Thursday, February 23, 2012 at 2:00 pm EST on site at 2110  
South University Drive, Davie, FL 33317

Attendees: All Subcontractors

Frontier Building Corp (FBC) - Andrew Goggin, Robert Barnes

**NOTE: Project Manager and On-site Foreman for Subcontractor MUST attend this  
meeting.**

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By receipt of this memo, you acknowledge that you agree to the contents.  
Please sign this memo and provide Andrew Goggin with a signed copy of this  
memo at the kick-off meeting or earlier via email or fax.

**Introduction:**

**Please note that we will use this kick-off meeting as an opportunity to  
discuss important items that ultimately relate to a successful project for us  
all. After we review the items below, we will walk the job and go over the  
plans and discuss your scope of work, field any questions, comments, etc.**

Before that review happens, we at FBC must express that we are looking  
forward to a mutually beneficial business relationship with all involved. **We  
are committed to a teamwork oriented construction process and believe that if  
we all adhere to this commitment we will reach our common goals of: producing  
the highest quality national restaurant construction results; delivered on  
budget; built per the client's design intent; and exceeding the client's  
expectations.**

### Access to the Job Site / Starting Right:

If you have not sent your signed contract and insurance to our office then we ask that Subcontractor must bring signed contract and insurance to the kickoff meeting. No subcontractor will be able to access the job site without a signed contract and having provided to FBC the appropriate certificates of insurance as required. Furthermore, during the project, each crew member will be required to check in and check out with the FBC Superintendent at the start and end of each day. If you have not submitted those documents yet, please be prepared to do so at the kick-off meeting. Subcontractor is required to have a full size set of the latest permit plans with them on site at all times. **Before Subcontractor's work starts, Subcontractor must review the Subcontractor's working set of plans with the Superintendent to insure they are working from the proper set of plans.**

### The Importance of Keeping with the Schedule:

Along with this memo is the schedule for this project. Please review the schedule in its entirety as it relates specifically to your trade and as it relates to the project schedule in its entirety. **Within 24 hours of receipt of the schedule, FBC requires each trade to review and respond in writing (email is acceptable) with your agreement to the schedule.** If a written response is not received within 24 hours, it will be automatically acknowledged by both parties that the schedule is accepted.

**As we all know, the schedule is a primary part of the success of a project.** The FBC Superintendent will endeavor to give you prior notice of your scheduled proceed date when practicable, but is not required to do so under the subcontract. The FBC Superintendent may also provide look-ahead schedules every two weeks when practicable. This look-ahead schedule is another guide as to when you are to perform your work, so please make sure to review all schedules provided to you, communicate with us and know that your work is expected to happen per the schedule provided. With that said, all subcontractors are responsible for their own work force management and for reaching out to us as well, in regard to start date for your work and schedule related items.

**The ultimate responsibility for any trades daily and overall progress required to complete the work lies with that particular trade. That being the case, please be certain to order well in advance those materials, etc. that require long lead times to be certain you can meet your schedule obligations.**

### FBC Team Structure:

- Robert Barnes- Site Superintendent -305.797.7345 rbarnes@fdllc.com
- Andrew Goggin - Project Manager - 631.767.8114 agoggin@fdllc.com
- Christina Gonzalez (PC) - Project Coordinator - Voice 305.692.9992 ext. 102 / Fax 305-692-3032 - [cgonzalez@fdllc.com](mailto:cgonzalez@fdllc.com)
- Tom Mooney- Accounting - Voice 305.692.9992 ext. 101 / Fax 305-692-3032 - [tmooney@fdllc.com](mailto:tmooney@fdllc.com)

#### **Extra Work Requests and Change Orders:**

All subcontracts are turn-key (all-encompassing), per code, plans, project specifications, and include all the work necessary to deliver the design intent of the project and complete fully operational scopes to yield a ready for business restaurant project. A change order shall only arise due to a change/revision in the contract set of plans, or less likely due to varying or unforeseen site conditions. **Any work performed without prior written approval (Change Order) by the FBC Project Manager, shall be performed at the subcontractor's own risk.** Subcontractors are authorized to perform extra work only when said work is approved by the FBC Project Manager via Change Order. FBC is not obligated to pay subcontractors for work performed without prior Change Order authorization from the FBC Project Manager. **Verbal authorization does not constitute the acceptance of any extra work.** Change Orders must be submitted on the FBC change order form in your contract, along with your letterhead Change Order and all Change Orders **MUST** be signed by both parties before the extra work is performed, as per the contract. **No payment can be made for work done without a written Change Order.**

#### **Completeness and Timing of Pay-applications:**

For any calendar month you perform work on the Project, you **MUST** submit your pay-app to Tom Mooney in the Acct Dept. by the 25<sup>th</sup> of that month in order for your payment to be processed. We and our client require that, in addition to submitting the AIA requisition app found in your contract, you provide a sworn statement listing all suppliers and their dollar amounts for the job; and sworn statement for that specific pay app period; and provide the pertinent supplier releases for the subject pay-app. Having all the proper paperwork submitted to us by the 25<sup>th</sup> is vital and the pay-app can only bill for work that is completed between the 1<sup>st</sup> and 25<sup>th</sup> of the applicable month. **No pay-apps will be processed until all back up paperwork (sworn statement, lien releases) are furnished.** Again, all pay-apps (with sworn statement and releases) are to be submitted to Tom Mooney - [tmooney@fdllc.com](mailto:tmooney@fdllc.com) (contact info above) with a cc to the PM - Andrew Goggin.

#### **Enforcement of Safety:**

**Hard hats, long pants and work boots shall be worn at all times; no exception.** Safety glasses shall be worn at all applicable times. Notwithstanding the foregoing, all personnel on site shall adhere to any and all OSHA rules and regulations at all times.

#### **Cleanliness / Security:**

**Every subcontractor shall remove any and all trash and material debris from the project and into the FBC provided dumpster on a DAILY BASIS.** One verbal warning will be issued if a violation on this matter occurs, followed by a written warning; every offense afterwards will be rectified by additional forces and back charged to the appropriate subcontractor(s). All materials stocked on site shall be neat and organized at all times in a presentable manner and shall be secured (locked up) by subcontractor. FBC accepts no responsibility for the theft or mismanagement of subcontractor's tools or

equipment. FBC shall not be responsible for any items or materials of subcontractor that are stolen or lost.

**Importance of Communication:**

Communication is key to a successful project. **All personnel must check in with the FBC Superintendent at the beginning of each day to review the daily schedule.** Additionally, each subcontractor shall check out with the Superintendent at the end of each work day to go over the completed items for that day and also review the tasks to be completed the following day, etc.

**Workmanship / Plans / Specs:**

All subcontractors must be aware that all work must be performed per the permitted plans, of course, but also per the specifications within the plans, in addition to manufacturer requirements, ASTM and the applicable building codes. Chipotle is very specific with how and what they want installed. Any work performed contrary to the foregoing, shall be work that is rejected and shall be replaced by subcontractor at no cost to Chipotle or FBC. **Please adhere to the plans and specs and do not vary at all.** If you have a question, please ask and we will work with you get to answers that are accurate to what the client requires.

**Submittals / Project Closeouts:**

Subcontractor needs to provide all product submittals no later than 2/24/12. Submittals must be emailed to the PM and PC. In regard to project closeout, note that Subcontractor must provide their final lien release and subcontractor warranty to FBC no later than at the 90% payment mark in order for Chipotle to release retainage.

**Acceptance and Understanding:**

The undersigned Subcontractor hereby acknowledges it has read this agreement, attended this meeting and has the authority to sign on behalf of their company and agrees and accepts the full content of this agreement and hereby executes the agreement:

Company Name: \_\_\_\_\_

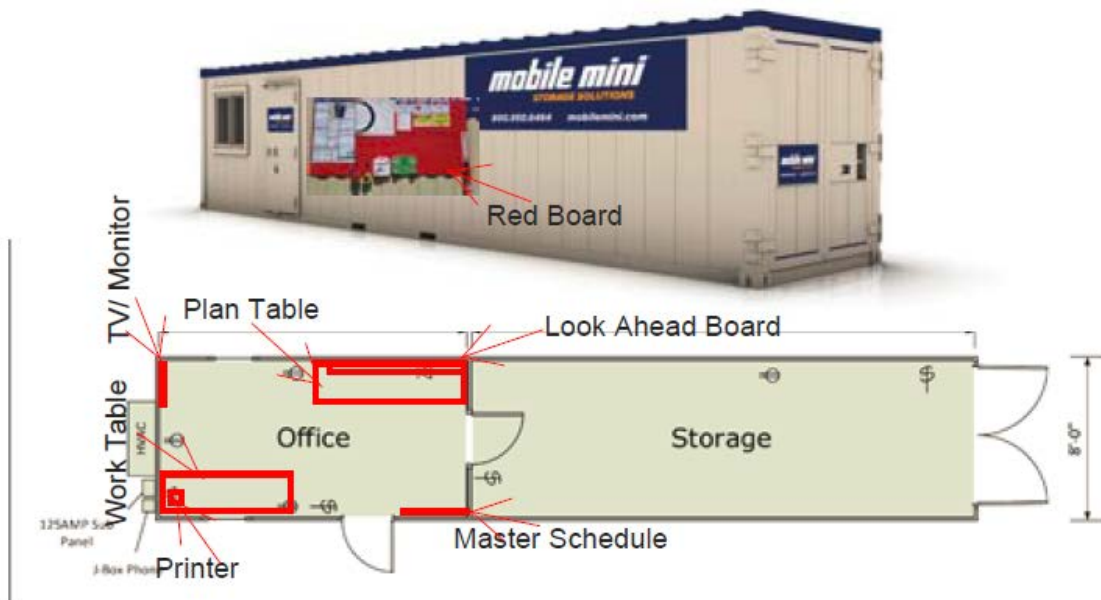
Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_



EXHIBIT 3  
Job Trailer Layout



## EXHIBIT 4

### 3<sup>rd</sup> Party Testing Requirements

**\*\*Verify with Client, jurisdiction and Project Manager for any additional inspections required.**

#### **1) BUILDING PAD**

- a) Upon mobilization/start to of the project, strip topsoil from building pad area (if needed) and conduct proof roll of existing soils. Once approved, import materials shall be placed and tested in lifts as directed by the Testing Agency (TA)
- b) Once pad is at design subgrade elevation, conduct final proof roll of building pad to receive approval to construct building.

#### **2) FOOTINGS/SLAB**

- a) After completion of excavation of footings, and prior to setting rebar, TA to perform density tests on base of footings to verify soils meet design load pressure of building.
- b) After base of footings are tested, rebar shall be placed and inspected by both TA and the local code enforcement agency.
- c) After rebar is inspected, and during footing pour, TA shall verify concrete load tickets meet design mix prior to placing concrete and take concrete samples for testing.
- d) After slab is prepped for pour, and prior to pouring slab, slab prep is to be inspected by TA and local code enforcement agency.
- e) After slab prep is inspected, TA shall verify concrete load tickets meet design mix prior to placing concrete and take concrete samples for testing.

#### **3) FRAMING**

- a) After framing is complete, and prior to roofing installation, TA to inspect roof sheathing to verify sheathing is placed and fastened per plans and specifications.
- b) After framing is complete, TA to verify structure (wood and metal) is built per plans and structural specifications.
- c) After framing is complete, TA to verify all Simpson clips are installed per plans and specifications.
- d) After framing is complete, TA to verify all hold down bolts/anchors are installed per plans and specifications.
- e) After framing is complete, TA to verify all sheathing is nailed/screwed per plans and specifications.
- f) After framing is complete, TA to verify all trusses are installed per plans, braced per plans, clipped per plans and not damaged in any way.

#### **4) STRUCTURAL STEEL**

- a) After installation of steel, TA to inspect all structural steel installed per plans and specifications to confirm welds, bolts, plumb, etc.

#### **5) EIFS**

- a) After sheathing is inspected and approved, TA to inspect liquid gold coat for entire building is installed per plans and specifications prior to placing any finishes.
- b) After gold coat inspections, TA to perform periodic EIFS inspections during the entire EIFS installation process to verify anchors, mesh, foam and scratch coats are installed per plans and specifications.

**6) MASONRY**

- a) If project includes brick veneer, TA to inspect flashings, brick ties, anchors, mortar nets, etc. throughout the entire brick veneer process.

**7) SITE SOILS**

- a) Prior to starting mass utility work, TA to take samples and determine proctors for any/all import intended to be used for the project including structural fill and stone materials.
- b) During utility work, TA to perform all backfill observations and densities for any utility trenching throughout the site.
- c) Prior to placing stone base's or asphalt, TA to perform testing's and observations for all subgrades and stone layers under pavement or concrete flatwork.

**8) SITE CONCRETE**

- a) Prior to pouring concrete, TA to perform proof roll/density testing on all subgrades and/or stone base layers.
- b) After subgrade/stone base inspections, TA to perform observation inspections to verify any welded wire fabric or rebar is installed per plans and inspections prior to pouring any flatwork throughout the site.
- c) After all welded wire fabric/rebar is inspected, TA to perform concrete sample testing on all concrete flatwork throughout the site.

**9) ASPHALT**

- a) After all proof rolls/density inspections have passed, TA to perform compaction testing's on base layers and surface layers of asphalt.



**EXHIBIT 5**

**Milestone Checklists**

**Pre-Slab Pour Checklist**

**1. Concrete**

- a) Confirm building is in correct location which can be confirmed with the surveyor.
- b) Confirm all slab excavations/forms are proper depth per the structural plans.
- c) Confirm all slab forms meet the overall length/width dimensions shown on the structural plans.
- d) Confirm slab is square and true by checking the diagonal dimension of the slab. They should match when measuring each way.
- e) Confirm all slab forms are level and set to proper grade elevation.
- f) Confirm foundation subgrade has been tested by 3<sup>rd</sup> Party Testing Agency.
- g) Confirm all rebar is installed and inspected by 3<sup>rd</sup> Party Testing Agency and local jurisdiction.
- h) Confirm all intermittent hold down bolts are installed per the Structural drawings
- i) Confirm all shear wall hold downs are installed per the Structural drawings.
- j) Confirm with the soils report and structural drawings if a capillary (stone) base is required beneath the slab.
- k) Confirm termite treatment has been sprayed prior to vapor barrier installation.
- l) Confirm welded wire fabric/rebar requirements in the slab are installed properly.
- m) Confirm all Simpson straps/devices called to be cast in concrete are placed per plans.
- n) Confirm that the slope requirements around all floor devices has been reviewed with concrete contractor. Slope requirements are shown on plans.

**2. Plumbing**

- a) Confirm review sanitary/grease waste lines invert elevations at the point of exiting the slab and verify they are higher than the inverts required to connect to the grease trap and other connections.
- b) Confirm vent for grease trap is stubbed out of slab at grease trap location.
- c) Confirm underground soda sleeves are positioned correctly and have long sweeping 90's, per plans.
- d) Confirm all plumbing penetrations are installed per the dimensions shown on the plans.
- e) Confirm trap primers are installed at floor drains in the restrooms.
- f) Confirm water service material is accurate and properly stubbed up per the plans.

- g) Confirm if main roof drains connect to storm water system or surface drain on the exterior hardscape. If connected to storm water system, these need to be in the slab prior to pour.
- h) Confirm that all floor sinks/drains are set to proper elevation.

### **3. Electrical**

- a) Confirm ufer ground is installed on foundation rebar and stubbed through slab at the electrical panel location for future connection to panel grounding, per plans.
- b) Confirm/review permanent power details and ensure conduits are in slab, as needed. This check is based on design and can change from project to project.
- c) Confirm conduit is stubbed out of slab for telephone service.
- d) Confirm conduit is stubbed out of slab for internet service.
- e) Confirm loop detector conduit is stubbed out of slab at drive thru.
- f) Confirm conduits are stubbed out of slab for menu boards which include: (2) 1" conduits for data to Menu board and (1) ¾" for power to menu board
- g) Confirm conduits are stubbed out of slab for all site lighting.
- h) Confirm conduit is stubbed out of slab for monument signage.
- i) Confirm conduit is stubbed out of slab for any site equipment needing power (IE: grinder pumps, lift stations, hot boxes, etc.)
- j) Confirm conduit is roughed in slab for irrigation controller on rear wall of building.
- k) Confirm (2) conduits are roughed in slab for patio speaker and power, if patio is part of plans.
- l) Confirm conduit is stubbed out of slab for stainless steel low wall that is in the center of the cook line.

## **Wall Rough Checklist**

### **1) Framing**

- a) Confirm shell building framing has been inspected by 3<sup>rd</sup> Party Testing Agency and local jurisdiction.
- b) Confirm all interior metal walls have been framed per plan dimensions.
- c) Confirm all interior wood blocking has been installed at (Drive Thru, -Managers Station, 3 Comp Sinks, Prep Sinks, Back Door, Air Curtains, Mop Sink, Small Water Heater, Artwork Locations, Behind Wok Stations (metal strapping), TV's, restroom grab bars, restroom mirrors, restroom trash cans, and roof ladder)
- d) Confirm galvanized wall base is installed throughout kitchen areas per plan details.
- e) Confirm wood low wall is installed per plans.

### **2) Steel**

- a) Confirm restroom sink supports are installed.

### **3) Plumbing**

- a) Confirm all water/gas lines in walls are vertical only. No horizontal piping is allowed per the plans.
- b) Confirm gas line stub outs under hood system are correctly sized and located per plans for the wok stations, fryers and gas cookers.
- c) Confirm gas line is roughed in exterior wall correctly which should be going into the building at the gas meter, running vertically in

the wall cavity and entering inside the building above the kitchen ceiling height.

- d) Confirm main gas line has master shutoff installed above the ceiling where main gas entrance comes into the building.
- e) Confirm water lines under hood system are correctly sized and located per plans for the wok stations.
- f) Confirm water lines in drive thru area are correctly sized and located per plans for the Pepsi machine, ice machine and tea brewer.
- g) Confirm water lines at the 3 compartment and prep sinks are sized correctly and located per plans.
- h) Confirm water line at the bag-in-the-box rack is at the correct elevation and sized correctly.
- i) Confirm water lines at the dining room drink station are installed and sized correctly for the Pepsi machine, ice machine and tea machine.
- j) Confirm water lines at hot water heater are installed per plans.
- k) Confirm all indirect drains throughout the entire store are installed in the walls. No surface mounted indirect drains allowed.
- l) Confirm roof top unit condensate drains are roughed in the wall and stubbed out of the wall at the mop sink.
- m) Confirm all plumbing lines are insulated.
- n) Confirm water manifolds are correct specification and located per the plans.
- o) Confirm roof hydrant drain line is installed in the wall at the drink station.
- p) Confirm restroom plumbing water/waste lines are correctly located and sized.
- q) Confirm restroom trap primers are gravity feed per plans and installed at a height to make the gravity feed system work correctly, per plans.
- r) Confirm all exterior wall hydrants are correct specification and located correctly.
- s) Confirm all wall cleanouts are 12" to center from top of slab so that covers are not hitting the tile base.

#### **4) Refrigeration**

- a) Confirm ice machine line sets have been installed by Panda vendor and installed at correct location to be hidden behind ice machine.

#### **5) Electrical**

- a) Confirm that no MC cabling is used except for whips to light fixtures only.
- b) Confirm drive thru and serving line electrical outlets are quantified and located correctly.
- c) Confirm drive thru monitor & timer roughed in per plans. There is a specific detail for this.
- d) Confirm managers station outlets are installed per plans including volume controls, security keypad, thermostats and smoke detector resets.
- e) Confirm prep sink outlets are installed per plans.
- f) Confirm electrical panels are per specifications and located correctly.
- g) Confirm timer conduits are installed at panel locations.
- h) Confirm GFCI resets for circuits under the hood are installed per plans.

- i) Confirm ansul pull station is installed at correct location with ½" conduit stubbed above ceiling.
- j) Confirm exterior outlets are installed in correct locations with correct in-use covers.
- k) Confirm ground bar is installed at panel locations with ground wire extended to manager's stations for phone board grounding.
- l) Confirm all security/low voltage conduits are installed per electrical plans.
- m) Confirm light switch banks are correctly sized and located per plans.
- n) Confirm all electrical devices on cook line wall are installed per plans and located correctly per plans.
- o) Confirm outlet is installed for bag-in-the-box rack.
- p) Confirm outlet is installed for microwave and locate correctly.
- q) Confirm restroom exhaust fan is tied in with kitchen lighting per plans.
- r) Confirm power/data conduits are installed at TV locations in dining rooms.
- s) Confirm recessed clock outlets are installed at all fly light locations.
- t) Confirm show room outlets are centered with storefront mullions in dining room.

**6) Owner Vendors**

- a) Confirm Ecolab (Panda Vendor) has installed pre-treatment in walls prior to closing walls.
- b) Confirm Western Pacific (Panda Vendor) has installed refrigeration linesets for ice machines in walls.
- c) Confirm Interface (Panda Vendor) has pre-wired the security and CCTV locations in walls.

**Pre-Roofing Checklist**

**1) Framing**

- a) Confirm all decking and parapet walls are completed and inspected by Panda 3<sup>rd</sup> Party Testing Agency and local jurisdiction.

**2) HVAC**

- a) Confirm all roof top unit curbs are set in correct locations and level.
- b) Confirm all exhaust fan curbs are set in correct locations and level.
- c) Confirm condenser racks are installed and bolted to deck, in blocking, per locations on plans.

**3) Plumbing**

- a) Confirm refrigeration goosenecks are installed for all (4) condensers.
- b) Confirm roof drains and roof overflow drains are installed in correct locations per plans.
- c) Confirm gas line sleeves are installed through roof for roof top units and make up air unit.
- d) Confirm condensate drain sleeves are installed through roof at correct locations per plans.
- e) Confirm roof hydrant is installed in location per plan.

- f) Confirm water heater intake/exhaust is installed in location per plan.

**4) Electrical**

- a) Confirm weather head is installed for Dish Network
- b) Confirm 4" conduit sleeve is installed at 3 unit condenser rack for power conduits to disconnects at end of rack.
- c) Confirm grease exhaust fan conduits are placed at corners of exhaust fans so that fans can be opened and not hit conduits.
- d) Confirm\_that NO conduits are stubbed through roof for roof top unit power connections. These are to go through RTU pans on the inside of the unit with a water tight (Meyers hub).

**Pre-Roofing Checklist**

**5) Framing**

- b) Confirm all decking and parapet walls are completed and inspected by Panda 3<sup>rd</sup> Party Testing Agency and local jurisdiction.

**6) HVAC**

- d) Confirm all roof top unit curbs are set in correct locations and level.
- e) Confirm all exhaust fan curbs are set in correct locations and level.
- f) Confirm condenser racks are installed and bolted to deck, in blocking, per locations on plans.

**7) Plumbing**

- g) Confirm refrigeration goosenecks are installed for all (4) condensers.
- h) Confirm roof drains and roof overflow drains are installed in correct locations per plans.
- i) Confirm gas line sleeves are installed through roof for roof top units and make up air unit.
- j) Confirm condensate drain sleeves are installed through roof at correct locations per plans.
- k) Confirm roof hydrant is installed in location per plan.
- l) Confirm water heater intake/exhaust is installed in location per plan.

**8) Electrical**

- e) Confirm weather head is installed for Dish Network
- f) Confirm 4" conduit sleeve is installed at 3 unit condenser rack for power conduits to disconnects at end of rack.
- g) Confirm grease exhaust fan conduits are placed at corners of exhaust fans so that fans can be opened and not hit conduits.
- h) Confirm\_that NO conduits are stubbed through roof for roof top unit power connections. These are to go through RTU pans on the inside of the unit with a water tight (Meyers hub).

**EXHIBIT 6**

**Utility Checklist**

- Identify local utility companies with contact information (Water, Gas, Electric)
- Communicate and coordinate all required forms that need to fill out and send to the APM and PM for processing. Include an invoice with dollar amounts.
- Set up/coordinate pre-con meeting with all utilities to held onsite with associated subcontractor, city inspector and 3<sup>rd</sup> party inspector if applicable.
- Set up temp utilities as needed.
- Coordinate disconnects and/or utility tie in with local authorities, contractors and inspectors.
- Verify all installations are coordinated with all other trades.
- Coordinate/verify all final inspections on all work completed and installed.
- Coordinate removal of all temp meters and utilities
- Coordinate/verify all final utility switchovers. Schedule with associated subcontractor and utility company.
- Inform APM and PM when utility billing should be switch over to the owner

## EXHIBIT 7

### Inspection Checklist

At the start of each project, Project Superintendent shall contact the jurisdiction that issued the building permit to confirm which inspections and permits are required for your project.

#### CONFIRM WHAT PERMITS ARE NEEDED FOR ANYONE WORKING ON THE SITE (Including Owner Vendors)

- **Demo Permit** (confirm if separate demo permit is required in addition to the building permit). Asbestos Survey and utility shut off letters are typically required before Demo Permit is released.
- **Trade Permits** - Plumbing, Gas Piping, Electrical, Low Voltage, Refrigeration, HVAC, Fire Alarm, Sign, Roofing, Office Trailer, Storage Trailer, Ansul, Fire Riser Double Check Valve/Back Flow preventer, etc.
- **Site Permits** - Land Disturbance, SWPPP, Grading, Water, Sanitary, Storm, E & S Controls, Electrical, Gas Piping, etc.
- **Third Party Inspections** - Confirm what inspections are required by Third Party Inspection company

#### CONFIRM WHAT INSPECTIONS ARE REQUIRED

##### **Building**

- Set Back Inspection
- Footing Inspection
- Ufer Ground Inspection
- Plumbing Underground
- Electrical Underground
- Electrical Slab Inspection
- Foundation Inspection
- Sheathing Inspection
- Air Barrier Inspection
- Insulation
- Brick Ties / Flashings
- EIFS
- Roof Insulation
- Mechanical Equipment Fasteners on Roof (Hurricane Areas)
- Storefront
- Rough In - Wall and Ceilings - Mechanical, Electrical, Plumbing, Gas Pressure, Fire Pressure Test, Fire Suppression,
- Ansul Inspection
- Fire Alarm
- Finals - ALL Trade Inspections Finalized Out, Zoning/Planning, SWPPP, Special Inspection Close Out Paperwork Turned In, Etc.
- Confirm what specific inspections are required for Stocking, Training, T C of O, Final C of O.

## Site

- Underground pipe inspections
- Water Pressure
- Water Bacteria
- Water Chlorination
- SWPPP
- Erosion & Sediment Controls
- ADA Sidewalks / Ramps
- Safety Railings and Stairs
- Landscaping
- Underground Conduits
- Subgrade and Pipe Backfill by Third Party



EXHIBIT 8

Properly Installed Site Sign



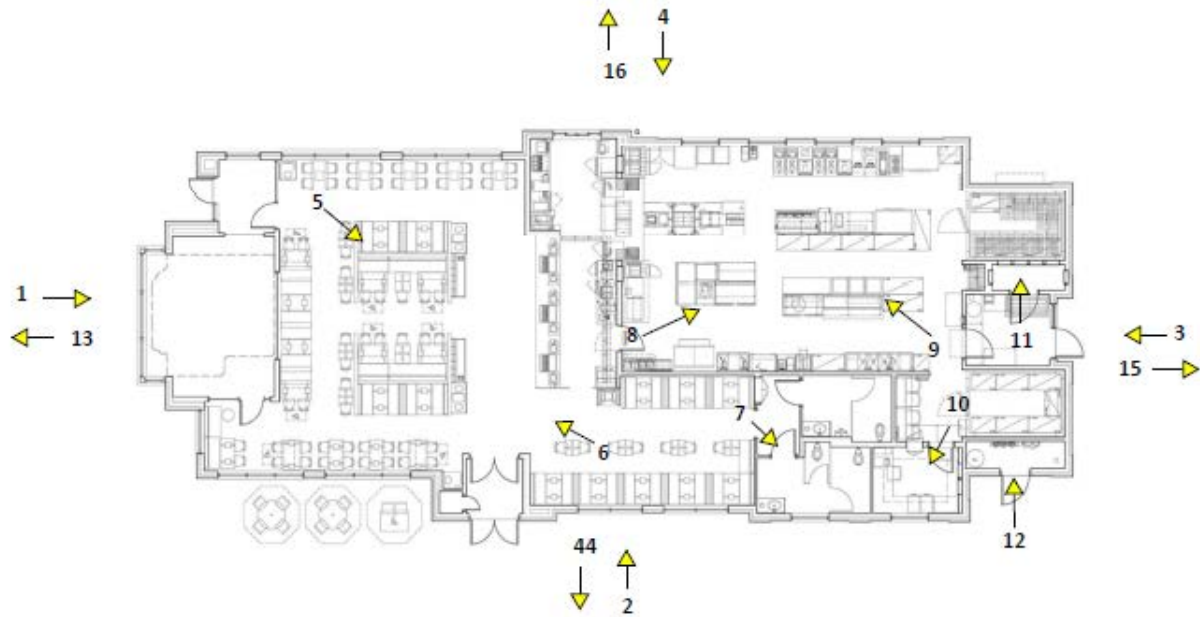
EXHIBIT 9

Properly Installed Red Board



EXHIBIT 10

Example of Daily Picture Requirements



# EXHIBIT 11

## Look Ahead Schedule Examples

Chipotle #2129 - Jacksonville, NC		M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
Subcontractor	Task	3/3	3/4	3/5	3/6	3/7	3/8	3/9	3/10	3/11	3/12	3/13	3/14	3/15	3/16	3/17	3/18	3/19	3/20	3/21	3/22	3/23
David Kidd Plumbing	Underground Inspection	X																				
	Backfill/Tamp																					
	Wall Rough								X	X	X	X										
	Wall Rough Inspection																					
Electrical Design Specialist	Wall Rough								X	X	X	X										
	Wall Rough Inspection																					
	Above Ceiling Circuitry													X		X	X	X	X	X		
Chisolm Service Company	Set Curbs								X													
	Install Drops/Cover Curbs								X													
	Ductwork								X	X	X	X	X	X								
	Duct Seal Inspection																					
	Duct Insulation																					
	Insulation Inspection																					
	Install sheet metal behind hood #1									X												
	Hang Hoods										X											
	Install Cooler										X											
BFPE	Sprinkler Modifications																					
Griffen Steel	RTU Steel																					
	Bar Joist Reinforcing				X		X	X	X	X												
	Steel Inspection																					
E&H Concrete	Slab Prep		X																			
	Slab Inspection		X																			
	Slab Pour			X																		
	Form/Pour Curbs												X	X								
	Recessed Floor at front of store											X	X									
Delima Tile	Tile Install (3/24 - 3/28)																					
Sharp Interiors	Framing Layout				X				X													
	Framing				X	X	X		X													
	Blocking								X													
	Goffit Framing								X	X	X	X	X									
	Framing/Blocking Inspection																					
	Durarock/Plywood/Drywall																					
	Tectum Install																					
	FRP (3/24)																					
	ACT (28/29)																					
ArtCrete	Polished Floors (3/28-3/29)																					
Advanced Epoxy Floors	Epoxy Flooring (4/9-4/11)																					
Coastal Builders	Millwork Install (4/14)																					
TENTATIVE DATES	Tectum Delivery (3/17)																					
	Millwork Delivery (4/7-4/11)																					
	Kitchen Equipment (4/14)																					

## Look ahead 10-23-19

smartsheet

Task	Subcontractor	Start	Days	Complete	Percent Complete
1 Footings compaction test	Terracon	10-24		1 10-24	
2 Footings steel inspection	Castro	10-24		1 10-24	
3 Pour footings	Castro	10-25		1 10-25	
4 Plumbing underground	McKenzie Plumbing	10-28-19		3 10-30	
5 Electrical Underground	M&J Electric	10-28-19		3 10-30	
6 Stub phone/irrigation	M&J Electric	10-29		1 10-29	
7 Plumbing inspection	McKenzie Plumbing	10-31		1 10-31	
8 Electric inspection	M&J Electric	10-31		1 10-31	
9 Plumbing backfill	McKenzie Plumbing	10-31		2 11-1	
10 Electric backfill	M&J Electric	10-31		2 11-1	
11 Electric service conduits	M&J	11-4		2 11-5	
12 Termite pre treat 7 AM	Thomas Pest	11-4		1 11-4	7 AM
13 Slab vaporbarrier/rebar	Castro	11-4		2 11-5	
14 Slab inspection	Terracon	11-5 afternoon		1 11-5	
15 Slab inspection	Castro	11-5 afternoon		1 11-5	
16 Pour slab	Castro	11-6		1 11-6	
17 Cut control joints	Castro	11-7		1 11-7	
18 Wreck forms/Cleanup	Castro	11-8		1 11-8	
19 Lot light conduits	M&J	11-11		2 11-12	
20 Roof Drains	McKenzie Plumbing	11-11		2 11-12	
21 SIPs	Porter Corp	11-11		5 11-15	
22 Set cooler	ConServe	11-14		2 11-15	
23 Install curbs	ConServe	11-15		1 11-15	
24 Install roofing	BM Roofing	11-18		5 11-22	
25					
26					
27					
28					

EXHIBIT 12

Weekly Meeting Templates

**Meeting Attendees**

Present	Name	Firm	Phone	Email

---

Meetings are held WEEKLY at the Frontier Building Corp job trailer.

The next meeting is scheduled for

---

**STANDARD ITEMS FOR REVIEW AT EVERY MEETING**

1. Safety:
2. Policies:
3. Schedule Status:
  - Off Track Tasks -
  - On Track Tasks -
4. Delays and Bottlenecks:
5. Urgent Issues:
6. Deliveries:
7. Open Issues:
8. Upcoming Work:
9. Inspections:
10. Notes:

**EXHIBIT 13**  
**Weekly Safety Checklist Template**

**SAFETY INSPECTION CHECK LIST**

1. Location _____	Job # _____	Date _____
2. ( ) OK ( ) Needs Attention		
Superintendent _____		
<b>HOUSEKEEPING:</b>		
3. Storage of Material _____	<b>SCAFFOLDS:</b>	
5. Disposal of Waste _____	Footing _____	
6. Tripping, Slipping _____	Handrails _____	
7. Other _____	Fall Protection _____	
8. _____	Properly Erected _____	
	Properly Supported _____	
9. <b>SPIDER &amp; POWER STAGES:</b>		
10. Other _____	Cables _____	
11. Inspection Placard _____		
12. <b>FIRE PROTECTION:</b>		
13. Hooks & Clamps _____	Extinguisher Charged _____	
14. Tank Rollers _____	Extinguisher Tagged _____	
15. Safety Lines & Harness _____		
16. Other _____		
17. <b>PERSONAL PROTECTIVE EQUIPEMENT:</b>		
18. Safety Glasses w/Side Shields _____	<b>LADDERS:</b>	
19. Safety Feet _____	Full Body Harness _____	
20. Tied Off _____	Goggles _____	
21. Electrical Exposures _____	Steel Toed Boots _____	
22. Rungs Recessed/Broken _____	Hard Hats _____	
23. Rails _____	Hearing Protection _____	
24. Safety Lines & Harness _____	Gloves _____	
25. Other _____	Respirators _____	
26. Long Sleeve Shirts/FRC's _____	Air Fed Hoods _____	
27. <b>BULLETIN BOARD:</b>		
28. Medical Kit _____	<b>FLAMMABLE STORAGE AREA:</b>	
29. OSHA Posters _____	Grounding & Bonding _____	
30. Emerg. #'s Posted _____	Warning Signs _____	
31. MSDS Displayed _____	Extinguisher _____	
32. _____	Flame Arrester _____	
33. _____	Materials Properly Labeled _____	
34. <b>WALKING/WORKING SURFACE:</b>		
35. Handrails _____		
36. Barricades _____	<b>EQUIPMENT:</b>	
37. Oil, Water _____	Hoses Wired _____	
38. Scrap, Rubbish _____	Good Condition _____	
39. Other _____	Warning Signs _____	
40. _____	Grounding Required _____	
41. <b>COMMENTS:</b> _____	Electrical Cords _____	
42. _____	Shacks Tied Down _____	
43. _____	Barricades _____	
44. _____	Other _____	
45. This inspection covered the regulations of the owner facility, our company requirements, and any government regulations which may apply.		
46. Signature _____ Reviewed with _____		

**EXHIBIT 14**

**Email Notification to Subcontractor for Cleanup**

**From:** Greg Stiver <[gstiver@frontierbuilding.com](mailto:gstiver@frontierbuilding.com)>  
**Date:** October 23, 2019 at 9:59:25 AM EDT  
**To:** "[orlando@lopezdesign.us](mailto:orlando@lopezdesign.us)" <[orlando@lopezdesign.us](mailto:orlando@lopezdesign.us)>, "[tim@tbsolutions.us](mailto:tim@tbsolutions.us)" <[tim@tbsolutions.us](mailto:tim@tbsolutions.us)>, "[ngmechanicalllc@gmail.com](mailto:ngmechanicalllc@gmail.com)" <[ngmechanicalllc@gmail.com](mailto:ngmechanicalllc@gmail.com)>, "[bkrelectric@gmail.com](mailto:bkrelectric@gmail.com)" <[bkrelectric@gmail.com](mailto:bkrelectric@gmail.com)>, "[rdolan@absolutefloorsinc.com](mailto:rdolan@absolutefloorsinc.com)" <[rdolan@absolutefloorsinc.com](mailto:rdolan@absolutefloorsinc.com)>, "[gregg@millerpainting.net](mailto:gregg@millerpainting.net)" <[gregg@millerpainting.net](mailto:gregg@millerpainting.net)>, "[jvitela@monumentdrywall.com](mailto:jvitela@monumentdrywall.com)" <[jvitela@monumentdrywall.com](mailto:jvitela@monumentdrywall.com)>, "[stewcampbell1227@gmail.com](mailto:stewcampbell1227@gmail.com)" <[stewcampbell1227@gmail.com](mailto:stewcampbell1227@gmail.com)>, "[hvac@goeaston.net](mailto:hvac@goeaston.net)" <[hvac@goeaston.net](mailto:hvac@goeaston.net)>  
**Cc:** Dewayne Bishop <[dbishop@frontierbuilding.com](mailto:dbishop@frontierbuilding.com)>  
**Subject:** Trash

You have until the end of day today to remove your trash from the site. If not you will be back charged. Any questions contact Dewayne Bishop. 336-269-2685, [dbishop@frontierbuilding.com](mailto:dbishop@frontierbuilding.com)





EXHIBIT 15

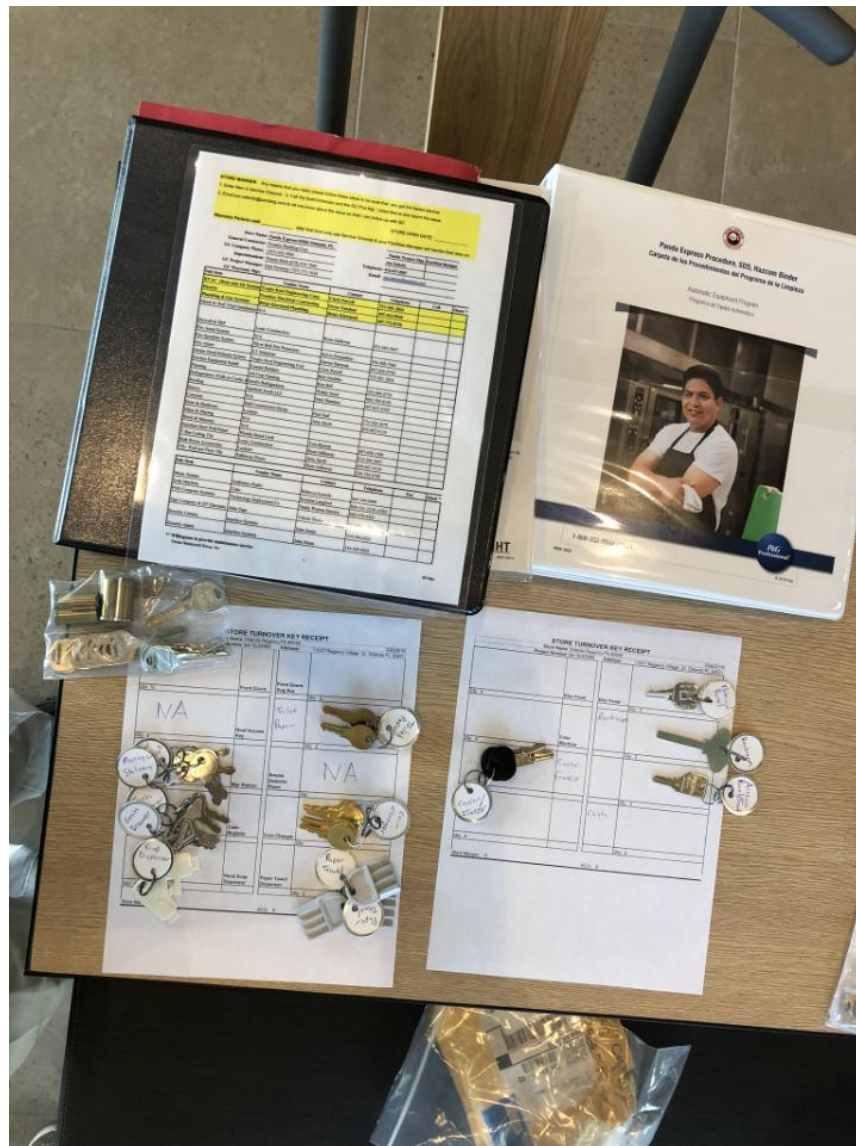
Floor Protection Example





**EXHIBIT 16**

**Turnover Table Example**



## EXHIBIT 17

### ProCore Observation Example



## Observation

Frontier Building Corp  
1801 SW 3rd Ave Ste 500  
Miami, Florida 33129  
Phone: (305) 692-9992  
Fax: (305) 692-3032

Project: 19-010-FB - Aldi #180 - Falls Church, VA  
57 Columbia Pl  
Falls Church, Virginia 22041

### Non-Conformance #1: Office Wall at Freezer

#### ORIGIN:

ASSIGNEE:	Bob Perrone ( <i>Interior Specialties, Inc.</i> )	STATUS:	Closed
NOTIFICATION DATE:		CREATED BY:	Keith Thompson ( <i>Frontier Building Corp</i> )
TRADE:		DISTRIBUTION:	Johnny Burns ( <i>Frontier Building Corp</i> ) Daniela Ocampo ( <i>Frontier Building Corp</i> ) Andrew Goggin ( <i>Frontier Building Corp</i> ) Dewayne Bishop ( <i>Frontier Building Corp</i> )
LOCATION:		PRIORITY:	High
DUE DATE:	05/28/2019	PRIVATE:	Yes
CONTRIBUTING CONDITION:		CONTRIBUTING BEHAVIOR:	
HAZARD:			

#### SPEC SECTION:

DESCRIPTION: Drawing A-401, Detail B1 is calling for 1/2" mold resistant gyp board over vapor barrier at the office wall adjacent to the freezer on the freezer side of the wall. This needs to be installed before the wall is finished. This wall also appears to be out of plumb.

#### ATTACHMENTS:



[8F7E7150-0D55-4160-ACFC-5C4D3D43C2E9.jpg](#)



[1558454970415.119141\\_templimage.jpeg](#)



[1558454989670.639160\\_templimage.jpeg](#)

### ACTIVITY

Keith Thompson  
5/24/2019 at 03:35 PM EDT

Status Changed: Closed

## EXHIBIT 18

### ProCore Incident Example



Frontier Building Corp  
1801 SW 3rd Ave Ste 500  
Miami, Florida 33129  
P: (305) 692-9992  
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Project: 19-015-FB Panda Express #3207 -  
Crestview, FL  
4305 South Ferdon Blvd  
Crestview, Florida 32536

#### **Incident #2 - Damaged Exterior Closet**

<b>Created By</b>	Tedd Roman	<b>Date Created</b>	09/16/2019
<b>Location</b>	Building>Exterior closet	<b>Status</b>	Open
<b>Event Date</b>	09/16/2019	<b>Event Time</b>	02:00 PM EDT
<b>Private</b>	No	<b>Distribution</b>	
<b>Recordable</b>	Yes		
<b>Description</b>	Site contractor damaged exterior closet while driving mini x. Operator failed to check around unit before moving. Closet Door was open against his right track as he began to move unit away from the building.		

#### **Attachments**



[IMG 2019 09 16 16 49 25 162.jpg](#)



[IMG 2019 09 16 16 44 34 934.jpg](#)



[IMG 2019 09 16 16 44 22 139.jpg](#)



[IMG 2019 09 16 16 44 06 309.jpg](#)



[IMG\\_2019\\_09\\_16\\_16\\_43\\_59\\_874.jpg](#)

## EXHIBIT 19

### Final Photo Requirements

#### **Building Exterior**

- All 4 sides of building capturing entire building in picture
- Photos from across the street or property capturing the entire project
- Night shots showing all building lighting and signage illuminated

#### **Building Interior**

- Hollywood shots of the interior of the store throughout.
- Photos of each wall elevation.

#### **Roof**

- Pictures of entire roof and all equipment.
- Serial numbers of roof top equipment

#### **Site**

- Entire site
- Dumpster enclosure
- ADA parking
- Firelane Striping/Signage
- Retaining Walls
- Landscaping
- Site Lighting (Day & Night)
- Adjacent properties showing no debris or damage is present

\*\*Final photos are to be taken in mass quantities. Do not be afraid to post 100+ photos to ProCore.